### California Fire & Rescue Training Authority

#### **POLICY HANDBOOK**

POLICY TITLE: EMS Subject Matter Expert Issue Date: 9/29/2014

POLICY NUMBER: 2357 Revised:

#### **2357.1** EMS Subject Matter Expert

Under the direction of the EMS Program Director, and the EMS Clinical Coordinator, the EMS Subject Matter Expert acts as an instructor for EMS related classes and programs delivered by the Authority.

#### **2357.2** Essential Job Functions:

- 2357.2.2 Reviews and evaluates courses to meet student needs and interests
- 2357.2.2 Assures all objectives of the course curriculum are met for subjects taught.
- 2357.2.3 Interacts with other agencies to ensure compliance with mandated course content,

accuracy, and certification requirements.

#### **2357.3** Additional Job Functions:

- 2357.3.1 Prepares lecture materials, demonstrations, exercises, and evaluations for class.
- 2357.3.2 Administers and provides security for grades. Records certification and performance
  - examinations.
- 2357.3.3 Acts to prevent and/or control unacceptable student behavior and maintain order in

classrooms and laboratories.

2357.3.4 Assures students meet pre-requisites for participating in the class.

#### 2357.4 Minimum Qualifications

EMS Subject Metter Expert shall be approved by the EMS Program Director in coordination with the EMS Clinical Coordinator as qualified to teach the topics which she/he is assigned.

#### 2357.4.1 Education & Experience

- 2357.4.1.1 Possess a high school diploma or equivalent GED certificate
- 2357.4.1.2 Minimum of 30 units of college level coursework and/or continuing education and four (4) years of related occupational experience which meet the requisites of the class.
- **2357.4.1.3** Certificate and/or license required to perform the instruction/work.

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	2357.4.1.4	Shall be a physician, registered nurse, physicians assistant, or paramedic currently licensed in California or be an EMT-II/EMT Advanced or EMT-I who is currently certified in California		
	2357.4.1.5	Have at least two (2) years of academic or clinical experience in the practice of emergency medicine or pre-hospital care in the last five (5) years.		
	2357.4.1.6	Shall be qualified by education and experience in methods, materials and evaluation of instruction which shall be documented by at least forty hours in teaching methodology.		
		2357.4.1.7	California State Fire Ma or Training Instructor 1A	rshal Fire Instructor 1A & 1B , 1B & 1C.
		2357.4.1.8	National Fire Academy's	s Instructional Methodology
		2357.4.1.9	Department of Transport Emergency Medical Se	at meet the United States ortation (US DOT) National ervices Education Standards a, such as the National acators Course
2357.4.2	Ability To:			
	2357.4.2.1	Review and evaluate classes taught t interest.  Lecture in front of large groups of student		o meet student needs and
	2357.4.2.2			S.
	2357.4.2.3	Explain the sub	ject material in a clear, log	ical and concise fashion.
	2357.4.2.4	Interact effectively with students, peers and Authority administration and staff.  Work independently to solve problems.		
	2357.4.2.5			
	2357.4.2.6	Maintain integrity, honesty, reliability and professionalism.		orofessionalism.
	2357.4.2.7	Maintain training site and scene safety.		
	2357.4.2.8	Maintain the safety and welfare of the course participants.		

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	2357.4.2.9	Adhere to all policies of the	ne Authority.			
2357.4.3	Knowledge Of:					
	2357.4.3.5	Teaching practices, meth	ods and techniqu	es.		
	2357.4.3.6	Current trends in subject	matter.			
2357.4.4	Physical Require	ements:				
		laintain physical ability and stamina to meet the essential job functions and e following, with or without reasonable accommodation:				
	2357.4.4.1	Stand, sit, walk and tuinstructions materials.	ırn to deliver led	ctures, other instruction or		
	2357.4.4.2	Work in the confines of a classroom and or laboratory environment.  Move and operate equipment and set up props.				
	2357.4.4.4					
	2357.4.4.5	Reach to lift, push, pull, s of 50 lbs.)	stoop, squat, beno	I and carry (up to maximum		
	2357.4.4.6	Utilize manual and finge and prepare laboratory m	•	rate equipment, computers		
	2357.4.4.7	Utilize hearing to respon telephone calls.	d to student ques	ations, normal conversation,		
	2332.4.4.8	Utilize vision, near and screens and to operate e		ritten materials, computer		
	2357.4.4.9	Shall not pose a direct workplace, or the public.	ct threat to self	, other individuals in the		